



## PAYNESVILLE PUBLIC SCHOOLS POSITION DESCRIPTION

**Job Title:** Custodian  
**Date Prepared/Revised:**  
**Reports To:** Director of Building & Grounds

**FLSA Status:** Non-Exempt  
**Department:** Building & Grounds  
**Last Classification Review:**

### Job Summary:

Under the guidance of the Lead Maintenance and direction of Superintendent, the Custodian is responsible for performing general cleaning within assigned areas, hallways, restrooms, gyms, locker rooms, cafeterias, and school areas in accordance with cleaning schedules and work assignments in providing a safe, clean learning environment for students, staff, and faculty. The Custodian may assist in the set up and tear downs in preparation for building events within the building.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

### Supervisory Responsibilities:

**Direct Supervision:** None

**Indirect Supervision:** None

### Essential Duties and Responsibilities:

- Sanitizes and cleans restrooms in accordance with assignments and cleaning schedules.
  - a) Scrubs and sanitizes sinks, countertops, door handles, faucets, toilet flush handles, soap, and paper dispenser handles.
  - b) Cleans, polishes and rinses chrome fixtures.
  - c) Cleans and sanitizes toilet stools and urinals and makes sure they are operating properly.
  - d) Cleans mirrors and window ledges.
  - e) Scrubs and sanitizes restroom floors.
  - f) Refills paper goods, soap dispensers and/or sprays.
- Provides cleaning services for classrooms, offices, cafeteria, kitchens, hallways, locker rooms, gymnasium, and all assigned areas in school building during student days.
  - a) Sweeps, vacuums or mops floors, classrooms, and hallways.
  - b) Responds to emergency clean up situations and safety hazards.
  - c) Cleans hallways, entryways, restrooms, locker rooms, bleachers, fountains, classrooms, etc.
  - d) Dust mops or wet mops rooms, floors and classrooms, as necessary.
  - e) Empties waste baskets and recycle baskets.
  - f) Sanitizes countertops, sink, chairs, and desks.
  - g) Cleans glass windows on doors and exteriors.
  - h) Cleans gymnasium(s).
  - i) Vacuums carpets and entry mats.
  - j) Cleans and disinfects spills and stains, as required.

- k) Empties all trash containers.
  - l) Tests all eye wash/shower stations.
- Secures and/or opens building. Shuts off lights, closes windows, locks doors, makes sure the building is secure, as assigned. Changes light bulbs, as needed.
  - Assists with the set up and take down of equipment and materials needed for scheduling building activities, meetings, events or functions within the building. Provides assistance in unloading deliveries and/or food items to the building, moving desks, furniture, and equipment within the building, as needed.
  - Performs other duties of a comparable level or type, as required.

**Minimum Qualifications:**

Requires a HS Diploma and/or equivalent and prior custodial/maintenance experience preferred.

**Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:**

- Use and operation of all equipment (buffers, floor machines, etc.) required in the performance of the job.
- Safety precautions and risk management procedures and proper lifting mechanics.
- Application, use and proper storage of all chemicals used in performance of the job.
- Cleaning techniques and materials.
- Floor and carpet care.
- Operation and use of hand and shop tools.

**Essential Skills Necessary To Perform The Work:**

- Following assigned cleaning schedules and assignments in accordance with department standards and requirements.
- Reading, understanding, and following safety procedures and written instructions.
- Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.
- Using tools, chemicals, and cleaning equipment.
- Ability to cooperate with co-workers, staff and administrators to provide customer service orientation and to foster a team environment.
- Notices and informs appropriate parties of school areas in need cleaning or repairs.
- Time management.

**Work Environment:**

Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns, and skin absorption. Electrical shocks and potential injury from moving parts/mechanical systems. The work environment involves exposure to materials and situations that require following safety precautions and may include the use of protective equipment or safety procedures in the use and operation and use of equipment.

**Physical Job Requirements:**

Employee is continuously required to walk, stand, reach with hands and arms, uses hands to finger, handle or feel; frequently climbs, balances, stoops, kneels, crouches and/or crawls. Exerting up to 50 pounds of force frequently and/or up to 25 pounds of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**



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**Department Head's Signature**

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**Date**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

